



Division Directive Number  
2.020  
Effective Date: December 24, 2008

*Bernard Simons*

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Bernard Simons, Director

**Title: On-Call**

**Application:** Applies to all employees in the Division of Developmental Disabilities

**Purpose:** To provide employees and supervisors the expectations of the Division regarding on-call and call-back assignments.

**Definitions:**

**On-call Duty:** The assignment for an employee to be available to receive and return business calls during off-duty hours.

**Call Back:** The time an off-duty employee is required to return to work at the facility or other authorized work location to conduct state business.

Employees in overtime categories 1 and 2 will be compensated at a rate of one (1) hour for every twelve (12) hours in on-call status. Employees will be compensated for on-call time regardless of whether the employee is called into work.

Employees called back into the facility or other authorized work location will be compensated for time worked, but not less than two (2) hours. This time will be in addition to the any hours compensated for on-call status. Time worked immediately before or after normal starting or ending times will be compensated as actual time.

Time earned from on-call status or call-back duty may be compensated in cash or equivalent time off in accordance with facility policy and state and federal laws and regulations. Employees may be directed to work an adjusted schedule within the work week when earning on-call or call-back time.

Overtime code 0 employees do not earn on-call or call-back time except under extraordinary circumstances and as approved by the appointing authority.